



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## PUBLIC NOTICE

**PUBLIC NOTICE NUMBER :** FINCP/03-012KRH

**OPENING DATE :** 03/14/2003

**CLOSING DATE :** 04/14/2003

**POSITION :** Contract Specialist

**SERIES AND GRADE :** GS-1102-13 (FPL: GS-13)

**NUMBER OF VACANCIES :** One

**SALARY RANGE :** \$68,283.00 to \$88,770.00 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM :** All qualified applicants (All Sources).

**Note: There will be one rating and selection process applied to both status and non-status candidates.**

**SUMMARY OF DUTIES:** The incumbent of this position serves as a contract specialist in the Logistics Section of the Office of Management, in the Financial Crimes Enforcement Network (FinCEN), exercising authority within designated limits to commit orders, agreements and contracts and performs a full range of pre-award and post-award functions as they relate to agreements, contract and simplified acquisitions. Employee plays a key role in planning the acquisition strategy, including approaches to complex, multi-faceted, long-term contracts. Conducts or oversees competitive and non-competitive processes, negotiations, and contract administration and termination activities. Develops program policies and guidelines. Represents FinCEN at internal and external procurement meetings.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Beginning January 1, 2000, all GS-1102 employees who have continuously encumbered GS-1102 positions since January 1, 1998, or earlier, will be considered to have met the "new" standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 13, 14, and 15 will be considered to meet the standard for other GS-1102 positions at their same grade including positions at other agencies. They will, however, have to meet the new basic requirements in order to qualify for promotion to a higher grade, beginning January 1, 2000. In addition, all employees must meet specialized experience requirements when seeking another position.

**ALL of the following are required to qualify:** (A) Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4 years of experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. Mandatory training includes courses in basic and intermediate contracting, basic and intermediate contract pricing, and government contract law. Specific course information on the mandatory training may be found at [www.treas.gov/procurement](http://www.treas.gov/procurement). Applicants with an approved Certificate Fulfillment will be considered to meet the mandatory training requirements; **AND** (B) A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the

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following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management, **AND** must meet Treasury's minimum standards for a Level 2 warrant designation. These standards can be found on [www.treas.gov/procurement](http://www.treas.gov/procurement). **Must provide a copy of your college transcripts.**

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

1. Knowledge of the Federal Acquisition Regulations, relevant GAO decisions, and other regulatory and statutory guidance. (Applicants should describe their knowledge concerning the FAR, GAO decisions and statutory guidance. Applicants should also describe their experience in research and resolving complex procurement issues.)
2. Knowledge of and ability in the full range of acquisition functions – pre-award and post award. This includes the experience in formal advertising, simplified acquisition processes, negotiated acquisitions, required sources of supply, contract administration, and contract termination. (Applicants should describe their experience in each of these functional areas.)
3. Knowledge and ability of business practices and market conditions to develop acquisition sources; negotiate with vendors; and evaluate bid responsiveness, contractor responsibility and contractor performance. (Applicants should address their experience in these areas and provide a few examples.)
4. Ability to develop plans, policies, procedures, guidelines, reports, analyses, and correspondence for procurement activities. (Applicants should describe their experience and involvement in developing and preparing the documents described.)

**Basis of Rating:** Ratings will be based on an evaluation of an applicant's experience as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) described in the application materials. Applicants should provide detailed evidence of the KSA's in the application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility. Qualified candidates will be assigned a score ranging from 70 to 100, not including points assigned for veterans' preference. Applicants are encouraged to **address each evaluation criteria** on plain bond paper and attach it to their application/resume.

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this Public Notice has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

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Candidates who are claiming 5-point veterans' preference **MUST** attach a legible copy of DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility, to their application. To claim 10-point Veterans' Preference, attach a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**NO RELOCATION EXPENSES WILL BE PAID.**

**HOW TO APPLY:**

**All application materials MUST be postmarked by the closing date of this Public Notice. Failure to provide complete information may result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.**

**STEP ONE** - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. To obtain a copy of the OF612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm). Be sure you provide all the information requested below:

Job Information:

- Public Notice Number, title and grade for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers with area code.
- Social Security Number. Giving your social security number is voluntary.
- Country of citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide job descriptions):

- Job Title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send documents unless specifically requested.

**STEP TWO** - Submit a supplemental statement addressing each evaluation criteria.

**STEP THREE** - Submit other application materials, as necessary.

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- Federal employees seeking ACTAP/ICTAP and DC Department of Corrections eligibility must submit proof that they meet requirements under 5 CFR 330.605(a).
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Per Cent or More Disabled Veteran Appointment, Veterans' Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veterans' Preference, submit evidence of eligibility, such as, DD-214, Certificate of Release, Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veterans' Preference, and the proof requested on the form.
- If you are or have been a Federal employee, please submit a copy of your last SF-50 "Notification of Personnel Action" and your most recent or last performance appraisal.

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Public Notice: FINCP/03-012KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional information, please call Eileen Brown, (703) 905-3710. TDD (703) 905-3839**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the public notice number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the public notice. Applications will become part of the public notice case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**